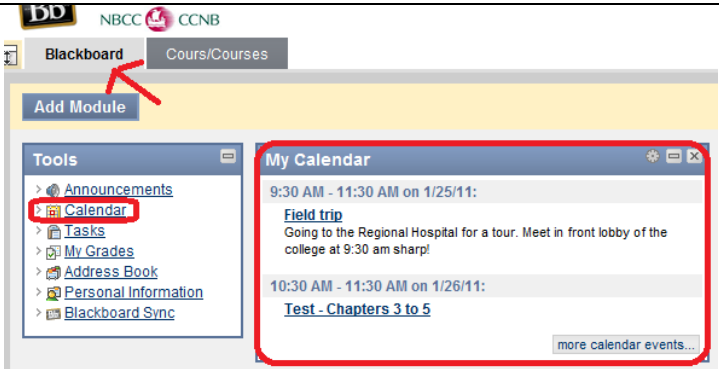
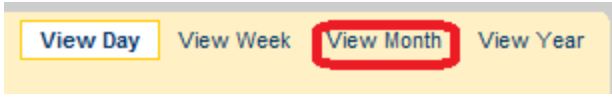
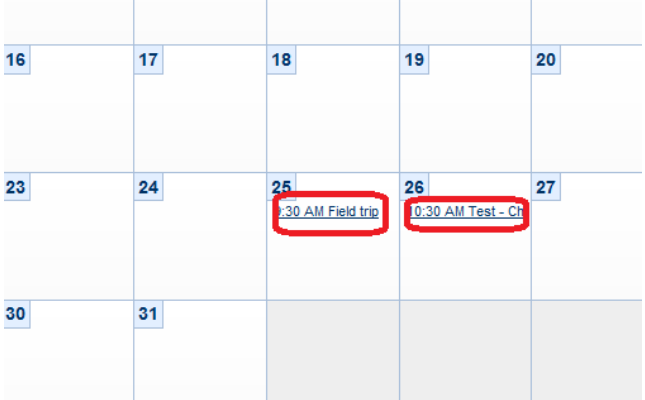



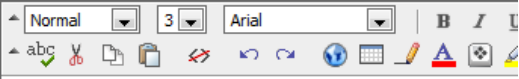



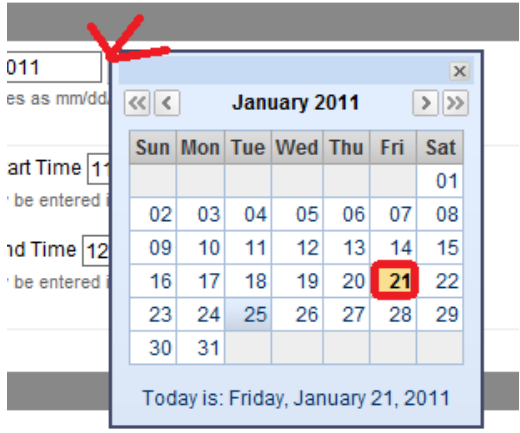

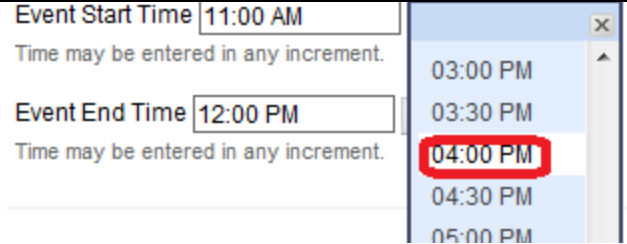
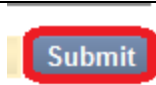
## Student - Calendar Tool

In this document there are two items:

1. How to find Calendar information from your courses (page 1 and 2)
2. How to add personal items to your course calendar (page 2 and 3)

Finding Calendar Information From Courses	
<p><b>Step One</b></p> <p>When you log in to Blackboard, you are on your Blackboard page. On this page, you can see Calendar items in two ways:</p> <ol style="list-style-type: none"> <li>1. In My Calendar, any calendar items for your courses within the next seven days will show here.</li> <li>2. In the Tools area, you can click on Calendar.</li> </ol>	 <p>The screenshot shows the Blackboard interface. At the top, there are logos for NBCC and CCNB. Below them are tabs for 'Blackboard' and 'Cours/Courses'. An 'Add Module' button is visible. On the left, a 'Tools' menu is open, with 'Calendar' highlighted. On the right, a 'My Calendar' widget displays two events: '9:30 AM - 11:30 AM on 1/25/11: Field trip' and '10:30 AM - 11:30 AM on 1/26/11: Test - Chapters 3 to 5'. A red box highlights the 'Calendar' link in the Tools menu and the 'My Calendar' widget.</p>
<p><b>Step Two</b></p> <p>When you use the Calendar from the Tools selection, you access your personal calendar. At the top of the screen you can choose to see items by the day, week, month or year.</p>	 <p>The screenshot shows a selection bar with four options: 'View Day', 'View Week', 'View Month', and 'View Year'. 'View Month' is highlighted with a red box.</p>
<p><b>Step Three</b></p> <p>In the sample screen shot to the right, you can see that there are two events. To get more detailed information, click on the hyperlink for that event. NOTE: You can also click on the hyperlink in My Calendar for detailed information.</p>	 <p>The screenshot shows a monthly calendar grid. The dates 16 through 31 are visible. Two events are highlighted with red boxes: '9:30 AM Field trip' on the 25th and '10:30 AM Test - Ch' on the 26th.</p>

<p>Step Four</p> <p>Clicking on the hyperlink will provide you with more detailed information on the event.</p>	 <h2>Calendar View Event</h2> <p>Name <b>Field trip</b></p> <hr/> <p>Date <b>Tuesday, January 25, 2011</b></p> <hr/> <p>Start Time <b>9:30 AM</b></p> <hr/> <p>End Time <b>11:30 AM</b></p> <hr/> <p>Category <b>Course</b></p> <hr/> <p>Description <b>Going to the Regional Hospital for a tour. Meet in</b></p>
<p>Step Five</p> <p>To return to your calendar, click Calendar in the upper-right corner of the screen.</p>	 <p><b>Calendar</b> View Event</p> <h2>Calendar Vi</h2>
<h3>Adding personal items to your calendar</h3>	
<p>Step One</p> <p>In the Tools section on your Blackboard page, click on Calendar.</p>	<p>Tools</p> <ul style="list-style-type: none"> <li>&gt; <a href="#">Announcements</a></li> <li>&gt; <b><a href="#">Calendar</a></b></li> <li>&gt; <a href="#">Tasks</a></li> <li>&gt; <a href="#">My Grades</a></li> <li>&gt; <a href="#">Address Book</a></li> <li>&gt; <a href="#">Personal Information</a></li> <li>&gt; <a href="#">Blackboard Sync</a></li> </ul>
<p>Step Two</p> <p>Click Create Personal Event</p>	 <h2>Personal Calen</h2> <p><b>Create Personal Event</b></p>
<p>Step Three</p> <p>In the Event Information section, you must type in an Event Name. If you wish, you can also add a description.</p>	<p>1. Event Information</p> <p>★ Event Name <b>Study Group</b></p> <p>Event Description</p>  <p><b>Meet in Library to review course material.</b></p>

<p><b>Step Four</b></p> <p>To set the date, click on the calendar icon . This will open a calendar for you. To change months or years, click on the arrows beside the name of the month. Then click on the day you wish to choose.</p>	
<p><b>Step Five</b></p> <p>To set the start and end times, click on the clock icon . Then choose the times from the drop-down menu.</p>	
<p><b>Step Six</b></p> <p>Click Submit on the bottom-right of your page.</p>	
<p><b>Step Seven</b></p> <p>You will see a message in a green banner at the top of the page that says "Success: Personal Calendar Event Created".</p>	